

	A	B
1	Connie L Bass	
2	1717 Ave K #221	
3	Lubbock, Texas 79401	
4	Phone 806-747-2337	
5	INSTRUCTIONS	
6	PRINT INSTRUCTIONS.	
7	Start	
8	1.Double click MACRO NEW.	
9	2.Press(Option Command n) To build worksheets	
10	3.MACROS will be opened by MACRO NEW.	
11	4.To open worksheets press option command o.	
12	5.A Warning will appear 5 times as the worksheets open(Data will permanently lose	
13	accuracy). Click OK, this is necessary for error checking to work.	
14	6.You will be given some options as the macro runs. They are self-explanatory.	
15		
16	7.Input you will need to make:	
17	a.Chart of Accounts. Enter Accounts and Codes, to suit you and your bookkeeping.	
18	b.Sales Journal, Enter invoice information no code is necessary on this worksheet.	
19	c.Check Journal, Enter the information form your checkbook. Checks & Deposits. A Code	
20	is needed on this worksheet.	
21	d.General Journal, Enter all adjusting entries on this worksheet, in double entry fashion	
22	using a - for negative amounts and a + for positive amounts, General Journal should	
23	total O.	
24	e.Bank Reconciliation,	
25	f.DATA FORM is used for the input to Chart of Accounts all Journals, And Bank Reconcil.	
26	Make your entries on the boxes on The DATA FORM. To move from box to box you can use	
27	the TAB key or click in the box with the mouse. After you have entered a line of infor-	
28	mation press return and the information will be entered onto the worksheet. After you	
29	completed the worksheet click exit located in lower right hand corner of DATA FORM.	
30	The MACROS will carry you to the next step.	
31	g.ERROR CHECKING, if your General Journal entries don't balance, an alert message will	
32	appear (General Journal out of balance check Line 47 of DATA FORM this will show	
33	how much you are off.	
34	If you have entered the wrong code in your Check Journal, an alert message	
35	will appear(Error In Check Journal Codes) an error checking device will be activated.	
36	When DATA FORM activates a #N/A will appear in the error column of the Check	
37	Journal. Click Criteria and enter #N/A in first error box, Then click Find Next.	
38	DATA FORM will scroll to the error #N/A Correct the Code in the box next to the	
39	error and click find next. If there are no more errors the DATA FORM will revert	
40	to entry mode click exit and the MACROS continue.	
41	If you have an error in the General Journal Ditto.	
42	If you have an error on the Bank Reconcil. scroll the DATA FORM to line 47	
43	this will show how much you are off. If you need to stop the MACROS press Command	
44	Period. After you have corrected the error press Option Command x	
45	Option Command a clears all worksheets.	
46	Option Command y updates for the year.	
47	Thats All Folks the computer does the rest.	
48	If you use BOOKKEEPER ,send me \$15.00. If you want the passwords, send me \$20.00	

	A	B
49	If You have payroll, check out WAGEKEEPER Key Word WAGES.	
50	If you have any Questions or comments you can leave E-Mail or call me @806-747=2337	
51	Note; Make a copy of BOOKKEEPER before starting . Saves another down load if you goof.	

	C
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	